

Town Clerk's Office

Ian Thomas
Town Clerk and Chief Executive



To Members of the City Corporation Pension Fund

Email: pensions.board@cityoflondon.gov.uk

Our ref: PEN/GEN **Date:** 1 March 2023

Dear Sir / Madam

Local Government Pensions Board – Scheme Member representative vacancy

I am writing to you in your capacity as a member of the City of London Corporation's Local Government Pension Scheme (LGPS). In order to meet the requirements of the Public Services Pensions Act 2013, the City of London Corporation established a Local Government Pensions Board (The Board) in 2015. The Board has a scrutiny role in ensuring the City Corporation remains fully compliant with all of the relevant regulations and legislation related to the Pensions Scheme, ensuring your pension is properly protected and managed.

The Board reports directly to the Court of Common Council. More information about the role of a Pensions Board is available from the Pensions Regulator at:

<http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

The Board includes three 'Scheme Member' representatives. These positions are open to anyone who is a member of the City of London Corporation Pension Scheme (whether a current employee paying into the Pension Scheme, a past employee with deferred benefits or a current pensioner). A vacancy has become available on the Board and I am writing to you as a Scheme Member to ask whether you may wish to apply for the role. This is an unpaid position, although reasonable travel expenses (a maximum of £50 per meeting) will be paid.

If you would like further details about the role, please contact me by email at the dedicated email address pensions.board@cityoflondon.gov.uk. I will provide you with a job description, person specification and an application form for the position. Alternatively, you can find all documentation at the City of London Fund Pension Fund website at the following location www.cityoflondonpensions.org.

The closing date for receipt of completed application forms is Friday 31st March 2023.

All applications will be reviewed by a Selection Panel. In the event that there are a number of suitable applicants, interviews will be arranged.

Yours faithfully,

Chris Rumbles
Governance Officer

Attached: Local Government Pensions Board Terms of Reference

LOCAL GOVERNMENT PENSIONS BOARD

1. **Constitution**

A Non-Ward Committee consisting of,

- Three Employer Representatives, of which;
 - Two will be Members of the Court of Common Council (who may not be Members of the Investment Committee, Financial Investment Board or Establishment Committee);
 - One will be an Officer of the Corporation, nominated by the Town Clerk and Chief Executive; and
- Three Member Representatives, selected by an appointment method determined by the Town Clerk and Chief Executive.

In addition, the Board has the power to appoint one co-opted member (with no voting rights) as an independent advisor to the Board, should the Board require further technical guidance.

2. **Quorum**

The quorum consists of any three Members, including one Employer Representative and one Member Representative.

3. **Membership 2022/23**

Three Employer Representatives

James Richard Tumbridge

Mark Raymond Peter Henry Delano Wheatley

Paul Wilkinson, City Surveyor

Three Scheme Member Representatives

David Pearson (*appointed for a four-year term expiring April 2025*)

Christina McLellan (*appointed for a four-year term expiring April 2024*)

Vacancy

together with the co-opted Member referred to in paragraph 1 above, if required.

Each Board Member should endeavour to attend all Board meetings during the year. In the event of consistent non-attendance by any Board member, then the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Board Members must be satisfied that they:

- are conversant with the legislation and associated guidance of the Local Government Pension Scheme (LGPS);
- are conversant with documents recording policy about the administration of the LGPS by the City of London Corporation;
- Have knowledge and understanding of the law relating to pensions and any other matters which are prescribed in regulations, including undertaking appropriate training to develop this knowledge;
- conduct themselves in line with the seven principles of public life;
- do not have any conflict of interest with their role on the Pensions Board.

4. **Terms of Reference**

In line with the requirements of the Public Services Pensions Act 2013 for the management of the City of London Corporation's Pension Scheme, to be responsible for:

(a) assisting the Scheme Manager (the City of London Corporation) in the following matters:

- Securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that it is connected to;
- Securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator; and
- Other such matters as the scheme regulations may specify.

(b) securing the effective and efficient governance and administration of the LGPS for the City of London Pension Fund.

The Pension Board will ensure it effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board will also help ensure that the City of London Corporation Pension Fund is managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board shall meet at least three times per year.

5. **Chairmanship**

Any Member of the Board will be eligible to be Chairman. However, to allow reporting to the Court of Common Council, either the Chairman or Deputy Chairman must be a Member of the Court of Common Council.